



Job Title:Contract Specialist

Department:Department of the Army

Agency:U.S. Army Corps of Engineers

Hiring Organization:US Army Engineer District, Pittsburgh, Rivers Contracting Division, Contracting Branch

Job Announcement Number:SWGJ157638901454999

SALARY RANGE: \$71,551.00 to \$93,022.00 / Per Year
OPEN PERIOD: Tuesday, July 14, 2015 to Wednesday, July 29, 2015
SERIES & GRADE: GS-1102-12
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy in the following location:
Pittsburgh, PA [View Map](#)
WHO MAY APPLY:
SECURITY CLEARANCE: Secret
SUPERVISORY STATUS: No

JOB SUMMARY:

Looking for a great place to work? The U.S. Army Corps of Engineers (USACE or "The Corps") is one of the best in America! In 2015, USACE ranked #128 out of 500 employers on Forbes' "America's Best Employers" list. From this list, the Corps ranked #10 in the government services industry, #6 in the federal government, and #8 in the engineering field. [Follow this link for more information about the U.S. Army Corps of Engineers.](#)

Civilian employees serve a vital role in supporting the Army mission. They provide the skills not readily available in the military, but crucial to support military operations. The U.S. Army Corps of Engineers is an innovative, transformative organization providing engineering solutions to customers worldwide. Working at the Corps as a civilian employee means making a direct contribution to war

fighters and their families; supporting overseas contingency operations; developing technology and systems that save the lives of soldiers and civilians; providing disaster relief; and protecting and enhancing the environment and the national economy.

About the Position:

Serves as a senior Contract Specialist responsible for the full range of contract functions encompassing issuing solicitations, evaluating proposals, contract negotiations, execution and administration for complex and technical services and/or Construction and A/E programs, in support of the District mission. The incumbent may be delegated a contracting officer's warrant and the full range of responsibilities that accompany Contracting Officer duties.

This is an Army Acquisition, Logistics and Technology Workforce position. Selectees must meet position requirements for certification at level II within 24 months on entrance on duty.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- [Current Permanent Department of Defense \(DOD\) - Civilian Employee \(non-Army\)](#)
- [Current Permanent Federal Civilian Employee \(non-DOD\)](#)
- Former Federal Employee, eligible for [reinstatement](#)
- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- [Veterans with a service-connected disability of 30% or more](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position
- Eligible due to an [Interchange Agreement](#)
- Eligible for [Persons with Disabilities](#)

TRAVEL REQUIRED

- Occasional Travel
- Business travel required 10% of the time.

RELOCATION AUTHORIZED

- No
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DUTIES:

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- Performs or trains other specialists in the performance of all preaward contracting functions which require the use of fixed-price (primarily), cost-reimbursement, or a combination of contract methods and types to procure large, highly complex/high dollar construction projects, programs or services where little or no contractual precedent exists.
 - Analyzes requirements and recommends necessary revisions to requesting activities to clarify requirements.
 - Determines method of procurement, milestones, acquisition plan and type of contract. Requests or performs price/cost analysis. Utilizes a variety of price/cost analysis techniques.
 - Conducts extensive negotiations during all phases of the procurement process. Formulates the negotiation strategy, to include preparation, coordination and execution of Pre-Negotiation Objective Memorandums (POMs) and Price Negotiation Memorandums (PNMs) that detail the terms, conditions and pricing strategy for the negotiations.
 - Performs postaward functions to include monitoring contractor performance, negotiating delivery orders, extensions of delivery schedules, price adjustments, modifications to the contract and similar agreements and contract closeout.
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QUALIFICATIONS REQUIRED:

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In order to qualify, you must meet the education and/or experience requirements described below.

Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required: To qualify based on your work experience, your resume must describe at least one year of experience which prepared you to do the work in this job. To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS-11). Specialized experience is defined as experience in pre-awarding contracting functions which require the use of fixed-price, cost-reimbursement, or a combination of contract methods; conducting negotiations during the procurement process;

and performing post-award functions and price/cost analysis. This experience must be reflected in your resume or you may not be referred.

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Pre award
- Contract Management
- Post award
- Communication
- Problem Solving

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade (or equivalent).

BASIC EDUCATION REQUIREMENT

A. A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees;

AND

B. At least 24 semester hours in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. This requirement can be obtained within the degree or in addition to the degree.

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement.

You must submit unofficial college transcripts with your application. Submission of transcripts is required regardless of whether or not you currently occupy or have in the past occupied a position requiring the same education.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Submission of transcripts is required regardless of whether or not you currently occupy or have in the past occupied a position requiring the same education.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.

HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

BENEFITS:

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The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
 - If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
 - Multiple positions may be filled from this announcement.
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HOW TO APPLY:

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To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Wednesday, July 29, 2015 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
 - Click the Submit My Answers button to submit your application package.
 - It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
 - To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
 - To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
 - It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim

qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

Proof of Eligibility to Apply: Your application must include the documents which **prove you are eligible to apply** for the vacancy. The "[Proof of Eligibility](#)" document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1454999. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

AGENCY CONTACT INFO:

Teresa L. Latham

Phone: (502)315-6556

Email: TERESA.L.LATHAM@USACE.ARMY.MIL

Agency Information:

DA SWR USACE LRD

PO Box 59

Louisville, KY

40201

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and

quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.

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[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

[Dock](#)

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